

# Job Offer Withdrawal Letter

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally withdraw my acceptance of the job offer for the [Job Title] position at [Company Name], which I received on [Offer Date].

After careful consideration, I have decided to pursue a different path due to personal reasons that I believe require my immediate attention. This decision was not made lightly, as I hold [Company Name] in high regard and was genuinely excited about the opportunity to join your team.

I sincerely appreciate the time and effort you and your team invested in the interview process and your confidence in my abilities. I regret any inconvenience this may cause and hope to stay in touch for future opportunities.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]